
	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 10/31/2018
	DIVISION MEMORANDUM		Name of Office: OSDS-SDS




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DIVISION MEMORANDUM
 No. 035, S. 2021

PROCEDURE FOR INSPECTION OF UNSERVICEABLE PROPERTIES FOR DISPOSAL

To: Heads of Public Elementary, Secondary Schools & Senior High Schools

1. This is to inform the field of the procedure for the inspection of unserviceable properties for disposal.
 - a. Prepare the Inventory & Inspection Report of Unserviceable Property (IIRUP).
 - b. Prepare at least 3 sealed bids for the items in the IIRUP if they are to be sold.
 - c. Request for inspection of properties for disposal and opening of bids to the Supply Officer.
 -Opening of bids should be done in the presence of COA/representative and bidders.
2. Autonomous schools will request inspection and opening of bids directly to the COA office and will follow the same procedure.
3. Unserviceable properties will only be disposed after inspection has been conducted.
4. For your information and guidance.


MA. IRELYN P. TAMAYO PhD, CESE
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 Officer-In-Charge
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